

Annex A

Specification / Scope of Requirement

A.1 The National Museum of the Royal Navy [NMRN] invites tenders for a contract to clean the NMRN library collection located at Portsmouth Historic Dockyard. The overall aim of the project is to better understand the condition of the library collection and improve the surface condition of the library. This will improve access to the collection and provide further information for future projects and improvements to the collection and store.

A.2 The library collection included in this contract [including both lots] consists of approximately 51,000 items including books [cloth bound, leather bound as well as modern paper and plastic bindings] and journals [including bound and unbound magazines]. Any items boxed are not included in this contract. Age of the library collection range from 1640 to present, and sizes include standard, oversize and extra oversize. In terms of linear meterage this equates to approximately 2,039 LM of collections included in this contract. This can be assumed as the maximum amount because not all shelves are full.

The library collection included in this contract is located over two rooms, called the Library Store and Archive Store. This contract is broken up into two lots, each lot represents a store room as below with roughly half of the collection described above in each.

Lot 1	Library Store	not to exceed £32,500
Lot 2	Archive Store	not to exceed £32,500

A.3 The library collection included in this contract is in fair to poor condition, with surface dirt/dust resulting from building works, environmental control failures and lack of housekeeping. There are signs of mould on the collection, and from a small trial carried out we expect that 17% of the collection may have signs of mould. From this trial we also expect that 11% have structural issues which will require specialist conservation treatment. [A copy of this trial can be provided upon request]

A.4 As part of this contract the NMRN require as a minimum for the surface dust/dirt to be removed from the collection, mould to be removed, shelf/racking to be cleaned and collections in poor structural condition to be identified for further treatment [actual treatment is not included in this contract] and these collections to be stabilised using non-interventive methods such as cotton tape or covers if appropriate. Conservation techniques and materials must be shown in the methodology and approach.

A.5 Works to the collection must be documented, this can be recorded on an Excel spreadsheet. We require the following information to be recorded on each collection item as a minimum –

1. Title, author and class/shelf mark
2. Condition Grade [see suggested guidelines below]
3. Conservation Priority Grade [see suggested guidelines below]
4. Works carried out [surface cleaning, mould cleaning, stabilisation method etc]

Condition Grade	
Good	Fair
<p>Object is structurally stable, all parts intact and secure as originally intended.</p> <p>Surface condition is stable, although there may be some surface abrasions which show signs of the object's original use and history, however these areas are not vulnerable to further deterioration through handling or age.</p>	<p>Generally structurally stable, despite some minor structural cracks/deterioration which do not detract from understanding the object's history or affect manual handling.</p> <p>Surface shows some signs of deterioration but areas do not appear to be actively deteriorating and are unlikely to be worsened provided careful handling is exercised.</p> <p>The surface has a fair amount of dirt and dust which affects the overall appearance of the object.</p>
Poor	Unacceptable
<p>Can be considered unstable, there are a few major structural cracks and some small parts are broken/detached or lost.</p> <p>Surface is unstable. Major cracks, minor areas of loss and/or surface loss. The surface is friable in places and can be vulnerable to handling and movement, and so requires extra care.</p> <p>Substantial layer of dirt and dust on the surface which detracts from the appearance and use of the collection.</p> <p>Active mould or pests have been identified</p>	<p>Can be considered highly unstable, there are several major structural cracks, broken pieces and large areas of loss/several lost parts which were integral portions of the structure.</p> <p>Surface is also unstable. Major surface cracks, abrasions and areas of loss. Surface is friable and actively deteriorating.</p> <p>Object cannot be handled without causing further structural damage. Will require emergency conservation treatment to enable to be moved for further invasive treatment</p> <p>Active mould and pests have been identified and are contributing to the objects unstable condition.</p>

Conservation Priority Grade	
Low	Medium
<p>No or very minimal conservation required.</p> <p>Object will not be adversely affected by environmental changes</p>	<p>Preventive conservation measures needed to maintain or improve object's stability. Deterioration occurring at a slow rate in current conditions so object needs to be monitored. Minor non-interventive work (tying or packing) would improve the condition grade of the object.</p>
High	Urgent
<p>Interventive treatment required. Object may be actively deteriorating or under attack by pests/mould.</p> <p>Alternatively, the object is generally stable but has a significant piece broken/detached that is at risk of loss or would require remedial action for handling.</p>	<p>Object is at immediate risk of damage without intervention. Object is not suitable for handling/display purposes. Immediate action required.</p>

These gradings are suggested guidelines based on current procedures used on the NMRN object collection. We would like to maintain continuity with current procedures as much as possible, however adjustments to the wording in order to suit the library collection can be suggested by the tenderer in their submission, and a final version can be agreed with the NMRN contract manager before works start.

A.6 The NMRN requires that the collections original order and location is not disrupted by the contract works, this is a priority due to minimal location documentation for some of the collection. Details of how to achieve this will be required in the methodology and approach. This may be achieved by carrying out the works in-situ, details of the facilities provided onsite are below. However, if the tenderers method involves movement to their premises we will require an additional detailed methodology for the movement and relocation of the collection, as well as insurance information.

Facilities available [a site visit is highly recommended] –

- The collection is located in the NMRN collections store at Portsmouth Historic Dockyards. This building is accessible for vehicles via the Portsmouth Naval Base, a security pass will need to be booked in and visitors escorted in by NMRN staff following current procedures managed by Portsmouth Naval Base. The building can be accessed by foot during the hours of 9am – 5pm, a Portsmouth Naval Base security pass will not be required for this access method, although access by foot outside of these times will. The collection is stored on the ground floor in two store rooms, on mobile racking. There is double door external access adjacent to both rooms, which vehicles up to 18 tonnes can park close to for loading/unloading.
- There is some space to work in the stores and adjacent rooms. Suggested spaces will be shown during the site visit, and exact workspace locations required should be confirmed in the tender submission so space can be created/cleared. Some work tables and trolleys may be able to be provided however this is not guaranteed. There are few power sockets and poor lighting in some areas of the stores and work areas, therefore extension leads and task lights will but required. Again, some may be supplied by the NMRN, however this is not guaranteed. Otherwise all equipment and materials will need to be provided by the tenderer.
- There is a large walk in freezer available for use, internal size is 205cm [W] x 465cm [L] x 270cm [H]. This is located on the 1st floor above the storerooms, accessible via a lift.
- There is a small conservation lab on the 1st floor of the building including a fume cupboard and COSHH Cabinet. Access and use of the lab will need to be coordinated with the NMRN conservation team.
- The building includes a small tearoom and toilets. There is Wifi throughout.
- Access to the building and stores can be provided at least Monday- Friday, 9am – 5pm.

A.7 Contract and all works to the collection including both lots will need to be complete by **31st March 2022**, work can commence from 21st February 2022. The tenderer will be required to project manage these works and programme. The method and approach should be overseen by an accredited conservator provided by the tenderer either within their company or hired in. The NMRN Contract manager will require weekly progress updates and occasional on-site meetings.